

5 March 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Participants in the March 1968 Seminar

1. The original plan for participants in the March 1968 seminar included those leaving the Agency in 1968 and 1969. Limitations of time in the acquisition of material for supporting kits, in the assembling of portfolios for each retiree, and in personally counseling each participant following the seminar as his needs may dictate caused us to change our original idea.
2. Numerous administrative practicalities point to the advantages of handling Agency personnel in the zone of retirement consideration (last 5 years in the Agency) on a year-group basis. Thus a retirement seminar schedule was established which will provide similar guidance for 1969 departees in November of 1968; for 1970 departees in the spring of 1969; and for 1971 departees in the beginning of 1970.
3. Individual counseling for those retiring in 1973 is being scheduled for the year 1968, in addition to those leaving in 1968. By telescoping our administrative plans and arranging for an abbreviated schedule for earlier individual counseling and seminars it is anticipated that it will be possible to provide a fairly complete supporting service to those who will be leaving the Agency from now on.
4. The effort to establish a well thought out, carefully researched and tested program which will succeed is, of course, greatly complicated by efforts in this early stage of the program to bring a large number of employees directly into the pattern of assistance. The scope of my projection to the spring of 1969 has been re-evaluated and I am now attempting to complete the bulk of this work by the summer of 1968. The one area of effort which I consider will have to wait in large part until many of our activities have been tested is the development of procedural and regulatory documents. These I expect to complete during the late summer and fall of 1968.

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Chief, Retirement Counseling & Personnel Staff

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